

12 NOVEMBER 2003

Safety



MOTORCYCLE/MOPED SAFETY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 60 AMW/SEG (Mr. Noel Fagan)

Certified by: 60 AMW/SE
(Lt Col David B. Matthews)

Supersedes TAFBI 91-101, 15 January 1996

Pages: 8
Distribution: F

This instruction implements AFD 91-2, *Safety Program*. It establishes procedures for a Motorcycle/Moped Safety Program and outlines the base program for all organizations including tenant units, DOD personnel, civilian workers and family members.

SUMMARY OF REVISIONS

Changes reflect revisions to current procedures. Motorcycle rider training is now contracted. All references to military members performing instructor duty were eliminated. Eliminated the TAFB Form 435, **Motorcycle Accident Worksheet**. Changes operator apparel to comply with the requirement of AFI 91-207, *The US Air Force Traffic Safety Program*. Updates were made to reflect current office symbols. A bar (|) indicates revision from the previous edition.

1. General.

1.1. United States Air Force personnel, including those assigned to Travis AFB, are purchasing motorcycles and other two-wheeled motorized transportation in great numbers. Consequently, motorcycle/moped accidents are increasing throughout the Air Force which results in the loss of lives, severe injuries, and monetary losses. These trends are expected to intensify due to increasing popularity of two, three, and four-wheeled vehicles, thus a high quality safety program is required, particularly for new or inexperienced operators.

2. Motorcycle/Moped Safety Program.

2.1. All motorcycles and mopeds operated on Travis AFB must be properly registered in accordance with (IAW) the procedures outlined in current Air Force Instructions and California laws. The following motorcycle/moped registration requirements must be met prior to registration on Travis AFB:

2.1.1. Proof of ownership.

2.1.2. Insurance coverage.

2.1.3. Valid state driver's license with motorcycle endorsement as required by applicable state code. (Endorsement may be applicable for mopeds, depending on the applicable state licensing law.)

2.1.4. Completion of Motorcycle Safety Foundation's (MSF) Motorcycle Rider's Course: Riding Street Skills, (MRC:RSS) or Experienced Rider's Course (ERC) as determined by the Wing Safety. All personnel, military and civilian to include spouses/family members are required to complete a MSF course prior to permanent registration.

2.1.5. Numbered MSF Completion Card (obtained after successful completion of MSF course or proof of completion of MRC:RSS or ERC elsewhere).

2.1.6. Travis AFB Form 32, **Competency/Inspection Record, Motorcycle/Moped** will be used to certify that the listed individuals have been briefed as to their responsibilities concerning the registration and safe operation of two wheeled vehicles on Travis AFB. TAFB Form 32 will be completed and signed by the squadron representative.

2.1.6.1. After the inspection is completed, the TAFB Form 32 will be given to the individual to be hand carried to the appropriate pass and registration office for his or her organization, where the individual will be issued decals if all classes are completed. If the individual requires classes, they will hand carry the TAFB Form 32 to the Wing Safety Office, where they will be scheduled for a class (active duty, civil service employees or reservists only). Retirees, family members, etc are responsible for completion of the course at their own expense. Upon completion, it will be signed by the class instructor and wing motorcycle safety representative, returned to the squadron commander for signature. It will be retained in the unit by the squadron representative and maintained IAW AFMAN 37-123, *Management Records*, AFMAN 37-139, *Records Disposition Schedule*.

2.2. All personnel, military, civilian, and dependents who are planning to purchase, rent, borrow, or operate a two wheeled vehicle on Travis AFB must complete an MSF MRC/RSS or ERC. Active duty military motorcycle/moped operators must complete a MRC/RSS or ERC to ride a two-wheeled vehicle off Travis AFB. Active duty military motorcycle/moped operators will attend a semiannual safety briefing.

2.2.1. The briefing will consist of new laws (as applicable), requirements, defensive driving techniques, accident trends and other information which will enhance safety. The briefing will be conducted by each unit, and civilian personnel are encouraged to attend.

2.2.2. The squadron commander may direct the use of a read file to inform those personnel who are unable to attend the formal briefings. The read file does not delete the formal briefing requirements.

3. Management and Administration of the Motorcycle/Moped Program.

3.1. Unit commanders are responsible for a comprehensive motorcycle/moped safety program to include all registration and AFI 91-207, *The USAF Traffic Safety Program*, safety education requirements. Unit commanders will ensure that all motorcycle/moped operators assigned to their respective unit complete the required Motorcycle Safety Foundation Courses.

3.2. Ground Safety (60 AMW/SEG) is responsible for monitoring the Motorcycle/Moped Safety Program and assisting the 60 AMW squadron motorcycle representatives in the administration of the program. The Chief of Ground Safety (60 AMW/SEG) will:

3.2.1. Contract for motorcycle training with an approved MSF contractor. Provide the contractor any materials required in the contract.

3.2.2. Keep the 60 AMW and 349 AMW Commanders advised of motorcycle/moped accident trends, progress of the safety program and other pertinent matters associated with safe motorcycle/moped operation.

3.3. Squadron Motorcycle Representatives' Qualifications:

3.3.1. Must be a professionally trained and qualified motorcycle/moped operator.

3.3.2. Must be a mature, mechanically inclined motorcycle/moped operator with a minimum of two years riding experience.

3.3.3. Must be the most experienced motorcycle/moped rider available if provisions (1) or (2) cannot be met.

3.3.4. Must attend MSF MRC:RSS if provisions (1), (2), or (3) cannot be met.

3.3.5. Must be trained by the 60 AMW Safety personnel in the inspection of motorcycles and briefed on the forms and procedures that must be followed.

3.4. Squadron Motorcycle Representatives will:

3.4.1. Be responsible to appointing commanders, keeping them advised of all matters pertaining to the motorcycle/moped safety program, such as on-base registration, unit accident trends, and the overall base program.

3.4.2. Be trained by the 60 AMW safety representatives on inspection of motorcycle/mopeds.

3.4.3. Conduct squadron semiannual safety briefings.

3.4.4. Maintain records of attendance, next required briefing, and a list of all personnel required to attend.

3.4.5. Ensure that motorcycle/moped operators in their units are identified and properly trained and that their motorcycles/mopeds are properly registered for on base use.

3.4.6. Periodically check squadron parking areas, including dormitory areas, for improperly registered or unregistered motorcycles and forward report of findings to the Wing Safety Office; include building number, license plate number, decal number, etc.

3.4.7. Conduct interviews with prospective operators (if possible, prior to purchase of a motorcycle/moped).

3.4.8. Inspect each motorcycle/moped prior to registration utilizing TAFB Form 32. Inspection will be re-accomplished and documented annually.

3.4.9. Execute TAFB Form 32 in one copy. The form will accompany the operator to the Wing Safety Office for scheduling of training and issuance of a temporary pass. The TAFB Form 32 will be signed by Wing Safety and returned to the squadron. The form will then be maintained on file

in the squadron for as long as the operator is assigned to that unit, or ceases to be an owner/operator, and disposed of IAW AFI 37-139.

3.4.10. Schedule identified motorcycle/moped operators, and prospective operators, for the MSF MRC:RSS or ERC by calling the 60 AMW Safety Office.

3.4.11. In the event operators are deemed incompetent to operate their motorcycle or moped, recommend they be rescheduled for the MRC:RSS.

3.4.12. Ensure that TAFB Form 32 is reviewed and signed by the squadron commander.

3.4.13. Ensure that available visual aids are displayed at prominent locations throughout the unit.

3.4.14. Set up and maintain files on each operator to include as a minimum, description of the motorcycle/moped (size, color, make, year); DOD decal registration number; vehicle license number; date last inspected; date of MRC/RSS and/or ERC completion; state in which operator's permit was issued, whether or not a motorcycle/moped endorsement is required in that state.

3.4.15. Maintain close liaison with the 60 AMW representatives to ensure training is accomplished in a timely manner, and to keep abreast of any new laws, regulations, or other pertinent information.

3.4.16. Work closely with the unit and wing safety personnel to keep informed of accidents and other safety information.

3.4.17. Inform the 60 AMW safety when a motorcycle operator in their unit has gone PCS, PCA, or separated.

3.5. Security Forces (60 SFS) will ensure motorcycle/moped registration prior to entry on base.

3.5.1. When an improperly registered or an unregistered motorcycle/moped operator seeks entrance to the base, the driver's license and registration will be checked. If each document is in order, a one-time, 72-hour visitor's pass will be issued. Active duty military, reservists, and civilian workers assigned to Travis AFB will be instructed to contact the Security Forces Pass and Registration within 72 hours for proper registration.

3.5.2. Before entry is allowed to the base, all motorcycle/moped operators, and passengers must be wearing the proper safety equipment as outlined in this regulation.

3.6. Safety Equipment. Wear of safety equipment is outlined in AFI 36-2903, *Dress and Personal Appearance of AF Personnel* and AFI 91-207, *The US Traffic Safety Program*. All operators and passengers of motorcycle/mopeds operated on Travis AFB will wear as a minimum:

3.6.1. Safety helmet fastened under the chin as outlined in AFI 91-207.

3.6.2. Eye protection in the form of impact resistant goggles, or a full face shield attached to the helmet must cover the eyes. Exception: Goggles or a full-face shield are not required for the operator if the motorcycle is equipped with a windshield that is equal in height to or above the top of the helmet of the properly-seated operator.

3.6.3. Full fingered gloves.

3.6.4. Foot protection will be sturdy boots or high top athletic shoes. They must have low heels and protect the ankles from burns and abrasions and provide a good grip on the road surface and foot pads. No sandals, sneakers, or open toed shoes or high heels.

3.6.5. Full length long trousers, not less than ankle length. (Shorts, cut-offs, or swim wear will not be worn.)

3.6.6. Long-sleeved shirt or jacket (i.e., no T-shirts, no tank tops, halter tops, tube tops).

3.6.7. Upper garment must be brightly colored. Outer garments will be clearly visible and not covered. Suggested colors are, but not limited to: red, yellow, orange, lime green, or white.

3.6.8. Reflective material visible from all sides must be worn above the waist during hours of darkness.

3.6.9. Tinted face shields or glasses will not be used during hours of darkness.

3.7. Wear of safety equipment while in uniform. When operating a privately owned motorcycle, moped, bicycle or similar vehicle, Air Force personnel may wear protective items with the uniform. Wear of protective items is authorized only while actually operating or riding the vehicle. Personnel will not wear these items until they are ready to mount their vehicle and will remove these items upon dismounting to be in proper uniform once again. Exception: During inclement weather, protective clothing (not including the helmet) may be worn to and from a structure, however; members must observe proper military courtesies.

3.7.1. Helmets may be any color and may be decorated with nonmilitary insignia and reflective tape as long as the ornamentation does not bring discredit upon the uniform. Helmets will be securely fastened under the chin.

3.7.2. Eye protection devices. Impact-resistant goggles, eyeglasses, or face shields made with safety lenses that comply with National Highway Safety Program Standard 4.4.3. maybe worn. Tinted devices are authorized, however; they will not be worn during hours of darkness.

3.7.3. Reflective vests, armbands, scarves, and jackets free of studs, stars, emblems, or other ornamentation. Reflectorized tape may be affixed on each sleeve and on the front and back of the jacket. Flight jackets, reversible with international orange side visible, if equipped with orange liner may be worn with orange side out. Neck scarves of conservative design may be worn to protect the neck and chin. Note: Pullover style vests should be discouraged.

3.7.4. Rain suits, snowmobile suits, and leather chaps.

3.7.5. Gloves may be of any color and must cover the entire hand.

3.7.6. Although not protective equipment, backpacks maybe worn.

3.8. Operators are individuals who are operating, riding or have a motorcycle/moped registered on Travis AFB. They will:

3.8.1. Ensure that their vehicle is properly registered.

3.8.2. Be capable of properly operating the vehicle and have complied with all Air Force and California requirements and the provisions of this instruction.

3.8.3. Not loan their vehicles to an unqualified operator (that is, no motorcycle license, no insurance, or no MRC:RSS or ERC completion card).

3.8.4. Ensure that passengers comply with the safety equipment and clothing requirements as outlined in this directive.

3.8.5. Have a numbered MSF completion card in their possession while operating on Travis AFB. Prior to completion of an MRC:RSS or ERC, during periods of temporary registration, an AF Form 75, **Visitors Pass** issued by the Wing Safety Office, will be carried by the operator in lieu of the numbered completion card.

3.8.6. Remove the DOD and Travis training decals from the vehicle before the buying party takes possession and turn in the pieces to the Wing Safety Office on the first duty day following the transaction.

4. Off-Road Riding Area.

4.1. No authorized off-road riding area is available on Travis AFB except during training classes conducted by 60 SFS.

5. Explanation of Terms.

5.1. Motorcycle. The term "motorcycle" used in this instruction includes all two wheeled vehicles. This includes motor scooters, mopeds, and motor bikes.

5.2. Moped. A moped is a motorized bicycle. Mopeds usually have an automatic transmission, an engine which produces less than two gross brake horsepower, and an alternate means of propulsion, such as an electric motor or pedals.

5.3. All Terrain Vehicles (ATVs). Those two, three, and four wheeled vehicles; manufactured for off-road recreational use, and are capable of self-propulsion.

5.4. Motorcycle Representative. The person appointed by the commander to conduct and monitor the motorcycle/moped safety program for that unit. All squadrons on Travis AFB in which personnel own motorcycles, including tenant organizations, will appoint a minimum of one primary and one alternate motorcycle representative.

5.5. Terms. The following abbreviated terms are used in this instruction:

5.5.1. Experienced Rider Course (ERC)

5.5.2. Motorcycle Rider Course: Riding Street Skills (MRC:RSS)

5.5.3. Motorcycle Safety Foundation (MSF)

5.5.4. Traffic Safety Coordinating Group (TSCG)

5.5.5. California Motorcyclist Safety Program (CMSP)

5.6. Motorcycle Safety Classes. The classes required for registration as outlined in AFI 91-207 are as follows:

5.6.1. Course IVA. This course is the MRC:RSS, produced by the MSF, overseen by the CMSP. The course provides instruction in defensive riding techniques, use of personal protective equipment and related subjects essential for safely operating a motorcycle. Additionally, the course provides hands-on training and evaluation. Course IVA has a minimum of seven hours classroom instruction and eight hours of hands-on training and evaluation and is designed for the novice rider.

5.6.2. Course IVB. This course is the Experienced Rider Course (ERC). Course IVB has a minimum of four hours of classroom and four hours of hands-on training. The course is designed for riders with at least 5000 miles of riding experience.

6. Adopted Forms. AF Form 75, **Visitors Pass.**

7. Forms Prescribed: Travis AFB Form 32, **Competency/Inspection Record, Motorcycle/Moped.**

ALLARD R. CARNEY, Col, USAF
Director of Wing Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 91-2, Safety Program

AFMAN 37-123, Management Records

AFMAN 37-139, Records Disposition

AFI 36-2903, Dress and Personal Appearance of AF Personnel

AFI 91-207, The US Air Force Traffic Safety Program

National Highway Safety Program Standard 4.4.3.